

State Warrants and the New United States Postal Service (USPS) Regulations

If you are a customer of Consolidated Mail Services (CMS), you should already be aware of the changes to the USPS regulations regarding mail sent in windowed envelopes. CMS has sent notices and has held several seminars with USPS to inform their customers about these regulations. In these seminars, a common question was raised in regards to mailing State warrants and what agencies need to do.

May 10, 2004, CMS met with OFM, the Office of State Treasurer (OST), Dept. of Information Services (DIS) and the State Printer (PRT) to discuss this issue and develop a plan. Our goals were twofold: (1) ensure that the inserted warrant process, in which CMS stuffs and mails AFRS warrants, will meet the USPS regulations; (2) find or design an envelope that meets the USPS regulations for agencies that mail their own State warrants generated from AFRS and other systems. We are confident these two goals will be accomplished by the July 7, 2004 deadline established by USPS. See below for the plan and status for each of these goals.

INSERTED WARRANTS

PLAN: Modify the 8 ½ X 11 remittance advice to include the vendor address; continue using the #10 window envelope; display the remittance advice address through the window with the warrant placed behind.

STATUS: OFM is currently working with DIS on a re-design of the remittance advice. (The information provided on the remittance advice will not change, but it will be shifted around to make room for the address and retain clarity). Once the re-design work is completed, OFM will work with DIS and CMS to test the new remittance advice and ensure that the USPS regulations are met.

OTHER STATE WARRANTS

PLAN: Design a new warrant envelope with a modified window size to accommodate the current State warrants and meet the USPS regulations; add the new envelope to Dept. of Printing's contract for stock envelopes; inform customers when the new envelope is available for ordering.

STATUS: OFM and DIS have provided sample warrants to CMS to use in determining the correct window size. CMS and PRT staff are currently working on a re-design of the warrant envelope. Once the design is complete, CMS will initiate an order of envelopes to use in the testing process.

We will continue to provide updates as these projects progress. CMS will also be working directly with agencies for which they provide insertion services for warrants and

other documents. Doug Rohr is the CMS contact for these changes and can be reached at (360) 664-9618 or drohr@ga.wa.gov.

Updates will be posted as they occur.